ADJUSTMENTS USER MANUAL	······ <i>'</i>
REPORTS	<i>'</i>
INTRODUCTION	1
GENERATING ADJUSTMENT REPORTS	1

ADJUSTMENTS USER MANUAL

REPORTS

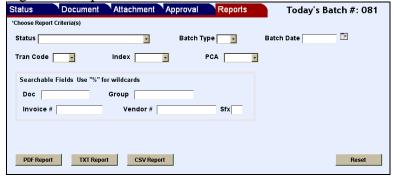
INTRODUCTION

Reports can be generated provide you with information about your agency's transactions. Two options are presented on the Reports screen: **Adjustment** and **Audit**. Audit reports are generated only in PDF format and will report the approval history of a document – for each adjustment transaction, the approver's names and approval levels that have been completed will be displayed.

GENERATING ADJUSTMENT REPORTS

1. Select and/or enter the criteria for which you want to generate a report.

Figure 1 - Reports screen



2. The report criteria include:

Selectable criteria	Searchable fields
	_

- Status
- Batch Type
- Batch Date (the date transactions went to STARS)
- Trans Code (transaction code)
- Index
- PCA

(Use the percent symbol (%) as a wildcard in 'searchable' fields)

- Doc Document number
- Invoice # Invoice number
- Group Group name
- Vendor # and Sfx Vendor number and suffix

Note the following:

- The **Status** menu will only display status for existing documents. If no documents exist for any given status (e.g., Released,) that status will not appear on the menu. If you have just changed the status of your documents, you may have to exit the application and open it again to refresh the Reports Status selection.
- The transaction code (**Trans Code**), **Index**, or **PCA** will show only those codes that have been used on the Adjustments documents for your agency (it will not show all codes possible).
- In the **Searchable Fields** section, you do not have to type the complete information. For example you only have to type the first few letters of a vendor name to get a report that finds all vendors beginning with what you have typed. You can also use the percent symbol (%) as a wildcard.
- 3. Click **PDF Report**, **TXT Report**, or **CSV Report**. Reports are then generated and displayed in the file format you select PDF, text, or comma separated value (CSV) format. The reports can be saved to your computer.